



**Little River Band of Ottawa Indians
Gaming Commission**

PO Box 337
Manistee, MI 49660-0337
Tel: (231) 723-7755 • Fax: (231) 723-7788

Report to Tribal Council for the Month of January 2017

I. Purpose, Officers.

This is the monthly report of the Gaming Commission. The purpose of the Commission is to ensure the integrity, honesty and fairness of all gaming activities conducted on the Tribe's Reservation and that such gaming activities be conducted in conformance with the Gaming Ordinance #10-400-01, Rules and Regulations promulgated by the Gaming Commission, the Indian Gaming Regulatory Act, and any applicable Class III gaming compact or Class III gaming rules.

Dave Corey, Chairperson
Debra Davis, Secretary
Bill Willis, Commissioner
Julie Wolfe, Commissioner

II. Activities during the Past Month:

During the month of January the Gaming Commission:
- held four regular meetings

III. Concerns/Requests:

IV. Attachments. The following documents are attached to this report.

Minutes:

1. December 20, 2016
2. January 3, 2017
3. January 10, 2017
4. January 17, 2017

Resolutions:

1. Gaming Commission Resolution #GC17-0110-01 Approval of Expenditure from North American Video for Video Equipment in the Amount of \$4,420.00
2. Gaming Commission Resolution #GC17-0117-02 Approval of Revised Gaming Commission Employee Licensing Procedure

Commission Orders:

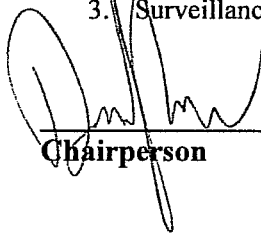
1. Gaming Commission Order #GC17-0117-01 Prohibiting Little River Casino Resort from Conducting Business with Innovative Casino Products

RECEIVED
TRIBAL COUNCIL
2017 FEB -8 AM 9:05

Other:

Reports:

1. Administrative, Licensing, and Background Investigations
2. Compliance Department
3. Surveillance Department



Chairperson

2/7/17
Date

**LITTLE RIVER BAND OF OTTAWA INDIANS
GAMING COMMISSION MEETING
OPEN SESSION MEETING**

December 20, 2016

Gaming Commission Conference Room
2840 Orchard Highway, Suite A
Manistee, MI 49660

Meeting called to order at 5:37 p.m. by Chairperson, Dave Corey

Present:

Commissioners: Bill Willis, Debra Davis, Dave Corey, Julie Wolfe
Commission Staff: Kelly Maser
Others: Rebecca Liebing, Lee Iverson

Approval of Open Session Agenda:

a) December 20, 2016

Action: J. Wolfe made a motion to approve the Open Session Agenda for December 20, 2016. Seconded by B. Willis

Roll Call: D. Corey – Yes / B. Willis – Yes / J. Wolfe – Yes / D. Davis – Yes / 4-Yes, 0-No, 0-Abstain, 0-Absent.
MOTION CARRIED

Approval of Open Session Minutes:

a) December 13, 2016

Action: J. Wolfe made a motion to approve the Open Session Meeting Minutes for December 13, 2016. Seconded by D. Corey

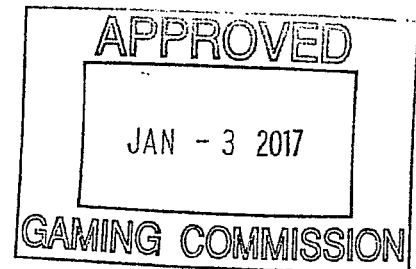
Roll Call: D. Davis – Yes / D. Corey – Yes / B. Willis – Yes / J. Wolfe – Yes / 4-Yes, 0-No, 0-Abstain, 0-Absent.
MOTION CARRIED

Old Business:
None

New Business:
None

Discussion Period:

Julie – DJ Dance Club
Julie – Questions Announcement on Conference Sales
Kelly – External Audit exit conference
Kelly – Update on software conversion (including equipment installation and training)



Next Gaming Commission Meeting:

a) January 3, 2017 at 5:30 p.m.

Adjournment of Open Session:

Action: D. Corey made a motion to adjourn the Open Session at 5:46 p.m. Seconded by B. Willis

Roll Call: J. Wolfe – Yes / D. Davis – Yes / D. Corey – Yes / B. Willis – Yes / 4-Yes, 0-No, 0-Abstain, 0-Absent.
MOTION CARRIED

Submitted by,

Debra Davis, Secretary

1-3-17
Date

Items moved to Open Session:

**LITTLE RIVER BAND OF OTTAWA INDIANS
GAMING COMMISSION MEETING
OPEN SESSION MEETING
January 3, 2017
Gaming Commission Conference Room
2840 Orchard Highway, Suite A
Manistee, MI 49660**

Meeting called to order at 5:43 p.m. by Chairperson, Dave Corey

Present:

Commissioners: Bill Willis, Debra Davis, Dave Corey, Julie Wolfe (via phone)
Commission Staff: Kelly Maser
Others: Rebecca Liebing

Approval of Open Session Agenda:

a) **January 3, 2017**

Action: B. Willis made a motion to approve the Open Session Agenda for January 3, 2017. **Seconded by D. Corey**
Roll Call: D. Corey – Yes / B. Willis – Yes / J. Wolfe – Yes / D. Davis – Yes / 4-Yes, 0-No, 0-Abstain, 0-Absent.
MOTION CARRIED

Approval of Open Session Minutes:

a) **December 20, 2016**

Action: D. Davis made a motion to approve the Open Session Meeting Minutes for December 20, 2016. **Seconded by D. Corey**
Roll Call: D. Davis – Yes / D. Corey – Yes / B. Willis – Yes / J. Wolfe – Yes / 4-Yes, 0-No, 0-Abstain, 0-Absent.
MOTION CARRIED

Old Business:
None

New Business:
None

Discussion Period:

Kelly – MGC B Audit (January 23rd – 27th)
Julie – Litigation date in question
Julie – Site Visit of LRCR – New Year's Day
Kelly – Generator failure
Kelly – VSR delivery
Rebecca – Gaming Enterprise(s) Oversight Act



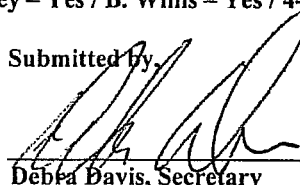
Next Gaming Commission Meeting:

a) **January 10, 2017 at 5:30 p.m.**

Adjournment of Open Session:

Action: D. Corey made a motion to adjourn the Open Session at 6:19 p.m. **Seconded by B. Willis**
Roll Call: J. Wolfe – Yes / D. Davis – Yes / D. Corey – Yes / B. Willis – Yes / 4-Yes, 0-No, 0-Abstain, 0-Absent.
MOTION CARRIED

Submitted by


Debra Davis, Secretary

Date

7-10-17

Items moved to Open Session:

**LITTLE RIVER BAND OF OTTAWA INDIANS
GAMING COMMISSION MEETING
OPEN SESSION MEETING
January 10, 2017
Gaming Commission Conference Room
2840 Orchard Highway, Suite A
Manistee, MI 49660**

Meeting called to order at 5:49 p.m. by Chairperson, Dave Corey

Present:

Commissioners: Bill Willis (phone), Debra Davis, Dave Corey, Julie Wolfe (phone)
Commission Staff: Kelly Maser
Others: Rebecca Liebing, Ron Pete, Lee Iverson

Approval of Open Session Agenda:

a) January 10, 2017

Action: D. Davis made a motion to approve the Open Session Agenda for January 10, 2017. **Seconded by D. Corey**

Roll Call: D. Corey – Yes / J. Wolfe – Yes / B. Willis – Yes / D. Davis – Yes / 4-Yes, 0-No, 0-Abstain, 0-Absent.
MOTION CARRIED

Approval of Open Session Minutes:

a) January 3, 2017

Action: J. Wolfe made a motion to approve the Open Session Meeting Minutes for January 3, 2017. **Seconded by B. Willis**

Roll Call: D. Davis – Yes / D. Corey – Yes / B. Willis – Yes / J. Wolfe – Yes / 4-Yes, 0-No, 0-Abstain, 0-Absent.
MOTION CARRIED

Old Business:
None

New Business:

a) Approval of Expenditure for North American Video for Video Equipment in the Amount of \$4,420.00

Action: D. Corey made a motion to approve Gaming Commission Resolution #GC17-0110-01 in the amount of \$4,420.00 from North American Video. **Seconded by B. Willis**

Roll Call: D. Davis – Yes / D. Corey – Yes / B. Willis – Yes / J. Wolfe – Yes / 4-Yes, 0-No, 0-Abstain, 0-Absent.
MOTION CARRIED

Discussion Period:

Julie – New Year's Day (Ron provided the Gaming Commission with statistical data)
Lee and Ron – Request to update 2015-2017 Facility License (Non-Smoking venue and lounge)
Julie – Name change to gift shop

Next Gaming Commission Meeting:

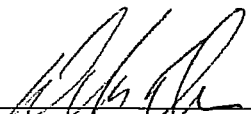
a) January 17, 2017 at 5:30 p.m.

Adjournment of Open Session:

Action: D. Corey made a motion to adjourn the Open Session at 6:10 p.m. **Seconded by D. Davis**

Roll Call: J. Wolfe – Yes / D. Davis – Yes / D. Corey – Yes / B. Willis – Yes / 4-Yes, 0-No, 0-Abstain, 0-Absent.
MOTION CARRIED

Submitted by,


Debra Davis, Secretary
1-17-17
Date

Items moved to Open Session:

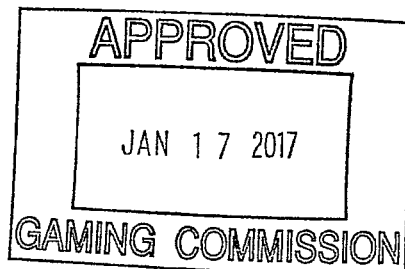
Vendor Licensing:

a) Temperature Control, Inc.

Action: D. Corey made a motion to approve the renewal Non-Gaming Vendor License for Temperature Control, Inc. effective April 12, 2017 and license expiration date April 12, 2018. Seconded by D. Davis

Roll Call: D. Corey – Yes / D. Davis – Yes / B. Willis – Yes / J. Wolfe – Yes / 4-Yes, 0-No, 0-Abstain, 0-Absent.

MOTION CARRIED



**LITTLE RIVER BAND OF OTTAWA INDIANS
GAMING COMMISSION MEETING
OPEN SESSION MEETING
January 17, 2017
Gaming Commission Conference Room
2840 Orchard Highway, Suite A
Manistee, MI 49660**

Meeting called to order at 5:48 p.m. by Chairperson, Dave Corey

Present:

Commissioners: Bill Willis, Debra Davis, Dave Corey, Julie Wolfe
Commission Staff: Kelly Maser
Others: Rebecca Liebing, Barry McGrady, Lee Ivinson

Approval of Open Session Agenda:

a) January 17, 2017

Action: J. Wolfe made a motion to approve the Open Session Agenda for January 17, 2017. **Seconded by B. Willis**
Roll Call: D. Davis – Yes / J. Wolfe – Yes / D. Corey – Yes / B. Willis – Yes / 4-Yes, 0-No, 0-Abstain, 0-Absent.
MOTION CARRIED

Approval of Open Session Minutes:

a) January 10, 2017

Action: J. Wolfe made a motion to approve the Open Session Meeting Minutes for January 10, 2017 as presented.
Seconded by D. Corey
Roll Call: D. Corey – Yes / B. Willis – Yes / D. Davis – Yes / J. Wolfe – Yes / 4-Yes, 0-No, 0-Abstain, 0-Absent.
MOTION CARRIED

Old Business:
None

New Business:
None

Discussion Period:

Kelly – MGCB Site Visit next week

Next Gaming Commission Meeting:

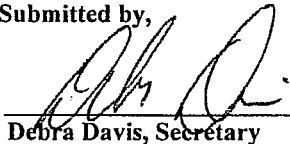
a) January 24, 2017 at 5:30 p.m.

Adjournment of Open Session:

Action: D. Corey made a motion to adjourn the Open Session at 5:52 p.m. **Seconded by J. Wolfe**
Roll Call: J. Wolfe – Yes / D. Davis – Yes / B. Willis – Yes / D. Corey – Yes / 4-Yes, 0-No, 0-Abstain, 0-Absent.
MOTION CARRIED



Submitted by,


Debra Davis, Secretary

1-24-17
Date

Items moved to Open Session:

a) Order to Cease Conducting Business – Innovative Casino Products

Action: D. Corey made motion to approve Gaming Commission Order #GC17-0117-01 prohibiting the Little River Casino Resort from conducting business with Innovative Casino Products. **Seconded by J. Wolfe**

Roll Call: B. Willis – Yes / D. Corey – Yes / J. Wolfe – Yes / D. Davis – Yes / 4-Yes, 0-No, 0-Abstain, 0-Absent.
MOTION CARRIED

a) Yesco, LLC

Action: D. Corey made a motion to approve the renewal Non-Gaming Vendor License for Yesco, LLC effective February 24, 2017 and expiring on February 24, 2018. **Seconded by J. Wolfe**

Roll Call: J. Wolfe – Yes / B. Willis – Yes / D. Davis – Yes / D. Corey – Yes / 4-Yes, 0-No, 0-Abstain, 0-Absent.
MOTION CARRIED



**Little River Band of Ottawa Indians
Gaming Commission**

PO Box 337
Manistee, MI 49660-0337
Tel: (231) 723-7755 • Fax: (231) 723-7788

Gaming Commission Resolution #GC17-0110-01

**Approval of Expenditure from North American Video
for Video Equipment in the Amount of \$4,420.00**

WHEREAS, the Tribe's status as a federally-recognized Indian Tribe was reaffirmed and restored by Congress pursuant to Public Law 103-324, 108 Stat. 2156 (25 U.S.C. § 1300k et seq.); and

WHEREAS, the Tribe adopted a Constitution, pursuant to a vote of the membership on May 27, 1998, which Constitution became effective upon its approval by the Assistant Secretary-Indian Affairs on July 10, 1998; and

WHEREAS, the Tribe adopted amendments to the Constitution on April 26, 2004, which became effective upon approval by the Assistant Secretary-Indian Affairs on May 13, 2004; and

WHEREAS, the Tribe adopted amendments to the Constitution on July 11, 2016 which became effective upon approval by the Assistant Secretary-Indian Affairs on August 24, 2016; and

WHEREAS, the Tribal Council adopted Gaming Commission Ordinance # 04-400-04 which created a Gaming Commission and delegated to such Commission the authority to regulate all gaming activities authorized by the Tribe and to enforce all Tribal and federal laws governing the conduct of Tribally licensed gaming activities; and

WHEREAS, the surveillance digital system requires properly functioning equipment to operate and due to aging equipment, cameras need to be replaced; and

WHEREAS, the Surveillance Department budget does include funds to cover this expenditure and a quote was obtained from North American Video for the purchase of video equipment in the Amount of \$4,420.00; and

WHEREAS, the preferred vendor (sole source) for the purchase of this equipment is North American Video based on the fact that these cameras will be compatible with the other equipment within the department that has been purchased through North American Video; and

LRGC Resolution #GC17-0110-____
Approval of Expenditure from North American Video
for Video Equipment in the Amount of \$4,420.00
Page Two

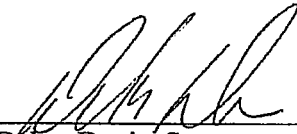
WHEREAS, Gaming Commission Resolution #14-0820-258 designates actions greater than \$2,500.00 require Gaming Commission approval by resolution.

NOW THEREFORE IT IS RESOLVED THAT the Gaming Commission hereby approves the expenditure for video equipment in the Amount of \$4,420.00 from the approved 2017 Gaming Commission Surveillance Department budget (from Account #1030-120, Line Item #5601).

Certificate of Adoption

I, Debra Davis, Secretary of the Little River Band of Ottawa Indians Gaming Commission, do hereby certify that this resolution was adopted on January 10, 2017 by a vote of 4 in favor, __ opposed, and __ abstentions and __ absent. This resolution has not been amended or rescinded in any way.

Attest:



Debra Davis, Secretary

Distribution: Commission Records
Tribal Council Liaison



Gaming Commission

PO Box 337

Manistee, MI 49660-0337

Tel: (231) 723-7755 • Fax: (231) 723-7788

Gaming Commission Resolution #GC17-011702

APPROVAL OF REVISED GAMING COMMISSION EMPLOYEE LICENSING PROCEDURE

WHEREAS, the Tribe's status as a federally-recognized Indian tribe was reaffirmed and restored by Congress pursuant to Public Law 103-324, 108 Stat. 2156 (25 U.S.C. § 1300k et seq.); and

WHEREAS, the Tribe adopted a Constitution, pursuant to a vote of the membership on May 27, 1998, which Constitution became effective upon its approval by the Assistant Secretary-Indian Affairs on July 10, 1998; and

WHEREAS, the Tribe adopted amendments to the Constitution on April 26, 2004, which became effective upon approval by the Assistant Secretary-Indian Affairs on May 13, 2004; and

WHEREAS, the Tribe adopted amendments to the Constitution on July 11, 2016 which became effective upon approval by the Assistant Secretary-Indian Affairs on August 24, 2016; and

WHEREAS, the Tribal Council has, pursuant to Gaming Commission Ordinance #04-400-04, created a Gaming Commission and delegated to such Commission the authority to regulate all gaming activities authorized by the Tribe and to enforce all Tribal and federal laws governing the conduct of Tribally-licensed gaming activities; and

WHEREAS, Section 6.04 (a) of the Gaming Commission Ordinance permits the Gaming Commission to promulgate regulations and internal operational procedures of the Gaming Commission and its staff; and

WHEREAS, the Gaming Commission approved at its January 24, 2006 Gaming Commission meeting the Employee Licensing Procedure which establishes a procedure to clearly outline the process for the systematic collection, organization, and reporting of objective, factual information regarding an applicant's or licensee's past conduct and behavior which will be used to determine suitability for a Gaming or a Non-Gaming License; and

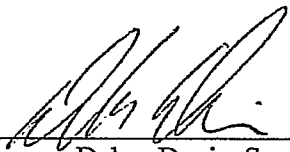
WHEREAS, the Employee Licensing Procedure was revised and approved by the Gaming Commission on December 12, 2013 and a recent review of the procedure indicated a need to make revisions to allow for a more efficient method of operation.

NOW THEREFORE IT IS RESOLVED THAT the Gaming Commission hereby approves the Employee Licensing Procedure and deems it in effect immediately.

Certificate of Adoption

I, Debra Davis, Secretary of the Gaming Commission do hereby certify that this resolution was adopted on January 17, 2017 by a vote of 4 in favor, 0 opposed, and 0 abstentions and 0 absent. This resolution has not been amended or rescinded in any way.

Attest:



Debra Davis, Secretary

Distribution: Commission Records
Tribal Council Liaison



Little River Band of Ottawa Indians
GAMING COMMISSION
2840 Orchard Highway, Suite A
Manistee MI 49660
(231) 723-7755

GAMING COMMISSION ORDER #GC17-0117-01

**PROHIBITING LITTLE RIVER CASINO RESORT FROM CONDUCTING
BUSINESS WITH INNOVATIVE CASINO PRODUCTS**

WHEREAS, the Tribe's status as a federally-recognized Indian tribe was reaffirmed and restored by Congress pursuant to Public Law 103-324, 108 Stat. 2156 (25 U.S.C. § 1300k et seq.); and

WHEREAS, the Tribe adopted a Constitution, pursuant to a vote of the membership on May 27, 1998, which Constitution became effective upon its approval by the Assistant Secretary-Indian Affairs on July 10, 1998; and

WHEREAS, the Tribe adopted amendments to the Constitution on April 26, 2004, which became effective upon approval by the Assistant Secretary-Indian Affairs on May 13, 2004; and

WHEREAS, the Tribe adopted amendments to the Constitution on July 11, 2016 which became effective upon approval by the Assistant Secretary-Indian Affairs on August 24, 2016; and

WHEREAS, the Tribal Council is authorized under Article IV, Section 7(a) to provide for the public health, peace, morals, education and general welfare of the Little River Band and its members; and

WHEREAS, the Tribal Council is authorized under Article IV, Section 7(I) to take action, not inconsistent with the Constitution or Federal law, which is necessary and proper to carry out the sovereign powers of the Tribe; and

WHEREAS, the Tribal Council has in Gaming Commission Ordinance #04-400-04, created a Gaming Commission and delegated to such Commission the authority to regulate all gaming activities authorized by the Tribe and to enforce all Tribal, federal, and applicable state laws governing the conduct of gaming conducted on the Tribe's reservation; and

WHEREAS, in Section 6.01 of Gaming Commission Ordinance, the Gaming Commission is authorized to promulgate rules and regulations as may be necessary to interpret and implement the NIGC and Tribal Council approved Gaming Ordinance #10-400-01 and to establish regulatory systems to effectuate the powers granted by ordinances of the Tribe and other duties imposed by applicable law; and

WHEREAS, the Gaming Ordinance – Article VIII – Section 8.04 states that no vendor shall contract with any gaming enterprise within the jurisdiction of the Tribe unless licensed by the regulatory agency in accordance with Article XI (Vendor License); and

WHEREAS, Chapter 6 – Section 3-1 of the Tribal Council approved Gaming Commission regulations states that every person supplying any gaming equipment or supplies, gaming service, or other goods and services to a gaming enterprise must obtain a Gaming Vendor License or a Non-Gaming Vendor License unless exempted from licensing requirements pursuant to Section 3-4 or Section 3-5 or meeting the definition of Service Vendor; and

WHEREAS, Chapter 6 – Section 3-2 of the Tribal Council approved Gaming Commission regulations states that the gaming enterprise shall be responsible for notifying any person with which it is considering conducting business of the licensing requirements prior to contracting with such person; and

WHEREAS, Chapter 6 – Section 3-3 of the Tribal Council approved Gaming Commission regulations states that prior to the purchase of any gaming equipment or supplies, gaming service, or other goods and services from any person, the gaming enterprise shall determine if such person possesses or is required to possess, a Gaming Vendor License or Non-Gaming Vendor License under these regulations and forward a written “Notice of Intent to Conduct Business” to the Gaming Commission. The “Notice of Intent to Conduct Business” shall describe the equipment, supplies or services to be provided by the vendor, together with a good faith estimate of the annual dollar amount of the projected purchases from the vendor. The gaming enterprise may not commit to any binding contracts or business transactions until the vendor has been licensed; and

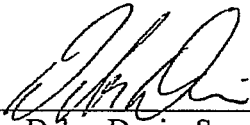
WHEREAS, Innovative Casino Products who is a licensed Non-Gaming Vendor has not returned their renewal application associated with the renewal process; and therefore, the vendor’s license will expire January 19, 2017 at 12:00 a.m.

NOW THEREFORE IT IS ORDERED that the Little River Casino Resort shall cease conducting business with Innovative Casino Products effective January 19, 2017 at 12:00 a.m. until such time that they meet the licensing requirement in accordance to Tribal law and regulations.

Certificate of Adoption

I, Debra Davis, Secretary of the Little River Band of Ottawa Indians Gaming Commission do hereby certify that this order was approved on January 17, 2017 by a vote of 4 in favor, 0 opposed, and 0 abstentions and 0 absent. This order has not been amended or rescinded in any way.

Attest:



Debra Davis, Secretary

Distribution: Commission Records
 Little River Casino Resort
 Tribal Council Recorder
 Innovative Casino Products



**Little River Band of Ottawa Indians
Gaming Commission**

PO Box 337

Manistee, MI 49660-0337

Tel: (231) 723-7755 • Fax: (231) 723-7788

Memo

Aániipíish Epiidek (To): Little River Band of Ottawa Indians Gaming Commission

Binjibidek (From): Kelly Maser, Director of Gaming Regulatory & Compliance 

Maánda Naásaáp (cc):

Naángwa (Date): February 1, 2017

Maánda Nji (Re): Administrative and Licensing – January 2017 Monthly Report

Background Investigator/Administrative Assistant – January 2017

- Employee Licensee changes (HR notification)
 - 12 address changes
 - 2 name changes
 - 2 transfers
 - 17 voluntary terminations
 - 5 discharges

All daily correspondences regarding licensees are put into the respective files.

- 38 Employee license renewals
 - 16 Gaming
 - 22 Non-Gaming
 - 0 PMO
 - 0 Reinstatements
 - 0 Deaths
- New Employee licenses issued
 - 0 Gaming
 - 10 Non-Gaming
 - 0 PMO
- 48 Credit Reports
- 48 Sex Offender Reports
- 75 Reference letters processed
- Processed 64 60-day renewal letters for employee license holders
- April reminder cards processed
- Processed court letters for the employee license applicants

Background Investigator – January 2017

- Applications/Files/Investigations Reviewed
 - New Hire 11
 - Renewal 75
 - Upgrade 0
- Vendor Files/Investigations Reviewed
 - New 0
 - Renewal 4
- Interviews Conducted
 - Employee License 10
- Criminal History Record Checks
 - Employee License 83
- Sex Offender Record Checks
 - Employee License 2
- Accurate Record Checks
 - Driving Record 11
 - Felony/Misdemeanor 13
- Credit Reports 3
- Fingerprints Taken
 - Employee License 0
- Licenses Verified
 - Employee License 2
 - Vendor 2
- License Issues
 - Expired/Invalid 3
 - Seized Temp. 0
 - Up Front Denials 0
 - Suspended 0
- Suitability Reports Filed
 - NOR's 13
 - Lic. Determinations 24
 - Term. 0
- Applications Notarized 9
- GC Appeal Hearings
 - Employee License 0
 - Vendor License 0
 - Rehabilitation 0
- Rehabilitation for Licensure Ordinance Applicants
 - Certificates Issued (Gaming Commission Issued/Approved) 0
 - Denials Issued (Gaming Commission Issued/Approved) 0
- Tribal Emergency Ops Mtgs. 0.0 (total hours)

The Background Investigator sits on the Tribal Emergency Operation Committee. He currently serves as the Incident Commander for the Tribal Emergency Operations Team (TERT).

** Administrative Assistant(s) supports/assists the Background Investigator in the licensing process which includes initial contact with applicant explaining the application and requirements, cursory review of application and attachments upon return to ensure completeness prior to handing all over to the Background Investigator, entry of information to the database/files as well as tracking requirements, runs credit checks and sex offender registry reports (when requested), notarizes forms, and schedules appointments for the Background Investigator.*

Executive Assistant – January 2017

- 2 vendor licenses processed (Gaming/Non-Gaming)
- 5 vendor renewal applications sent to vendors (Gaming/Non-Gaming)
- 1 vendor application sent to prospective new vendor (Gaming/Non-Gaming)
- Received Non-Gaming vendor applications and reviewed for completeness
 - 5 Corporate History Disclosure Form
 - 14 Personal History Disclosure Form
- Received Gaming vendor applications and reviewed for completeness
 - 2 Corporate History Disclosure Form
 - 2 Personal History Disclosure Form
- 7 investigations initiated on vendors
- 16 investigations initiated on vendor control persons
- 7 investigations for vendors reviewed
- 14 investigations for control persons reviewed
- Conducted numerous personal and trade reference checks for vendors
- Ran numerous Sex Offender Reports on vendor control persons
- Conducted numerous license verifications on vendors and control persons
- 4 Dunn & Bradstreet reports ran on vendors
- 6 Gaming Commission meeting agendas prepared
 - 18 Gaming Commission meeting packets assembled and distributed
- 8 sets of Gaming Commission meeting minutes reviewed for discrepancies/errors
- 1 Gaming Commission orders drafted
- 1 Gaming Commission resolution drafted
- 1 Tribal Council monthly report compiled for the Gaming Commission
- Reviewed LRRCR Accounts Payable List
- Assisted 4 licensees in the initial licensing and renewal process (completion of application and notarizing)

** Executive Assistant supports/assists the Background Investigator in the vendor licensing process which includes initial contact with vendor (and control persons when applicable) explaining the application and requirements, cursory review of application and attachments upon return to ensure completeness. Initiates investigations, runs Dunn & Bradstreet Reports, conducts license verifications, processes personal reference check paperwork, and enters appropriate information into database/files. Also prepares all renewal and initial licensing application letters and sends out licensing packets. Upon completion of all above, entire file is provided to the Background Investigator for review and consideration for placement before the Gaming Commission for approval. All vendor licenses must be approved by the Gaming Commission.*